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16 October 1968

CONTINGENCY PLANS AND OPERATIONS STAFF OFFICER

MISSION: Review and coordinate existing Emergency Force Plans, and assist the Chief Physical Security Division in coordinating the operations and activities of all PTOS elements during an emergency.

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CIA SAFETY STAFF

MISSION: To plan, implement, coordinate and direct an Agency wide safety program.

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CIA SAFETY STAFF

Present T/O Authorization

Professional	-	2
Clerical	-	1

Present Strength

Professional	-	3
Clerical	-	1

Required T/O Requirements

Professional	-	7
Clerical	-	2

Increase Needed in T/O

Professional	-	5
Clerical	-	1

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CIA SAFETY STAFF

Personnel by branch

3- Professional

1- Clerical

Personnel

Functions

3- Professional

1- Clerical

1. Review of construction plans and specifications
2. Technical guidance and support
- * 3. [REDACTED]
4. Specifications - Agency peculiar devices
5. Field support - explosives, riot material, suspect packages
6. Representation - FSC, FFC, Advisory Board of FSC, NSC
7. Agency Safety Committee
8. Ordnance Safety Committee
9. Building Emergency Organization plans and plans.
10. Liaison and meetings - GSA, Military Services, State Department, Labor Department, local
- * 11. Training - OS personnel
12. Accident analysis and statistical program
13. Mission Safety-70 program
- * 14. Fire and accident investigation program
- * 15. Promotional program

4- Professional

1- Clerical

16. Annual fire drill program
17. Testing program - fire systems
18. Testing program - toxic, flammable, radioactive, etc.
19. Headquarters area survey program
20. Motor vehicle program
21. Specialized safety training program

Mission: To plan, implement, coordinate and direct an Agency wide safety program.

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BUILDING SECURITY BRANCH

MISSION: To establish programs and procedures at Headquarters Buildings to facilitate authorized entry and preclude unauthorized entry; to provide for the maintenance of security equipment at these facilities; and to provide a 24 hour a day capability to process security related problems.

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BUILDING SECURITY BRANCH

FUNCTIONS:

1. Security Guard Program
2. Security Duty Officer Program
- *3. Security Equipment Maintenance Program
- *4. Firearms Program
5. Badge and Credential Program
6. Visitor Control Program
7. Traffic Violation Program
- *8. Security Escort Program
9. Security Communications Program
10. 

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* Four (4) additional employees required.

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BUILDING SECURITY BRANCH

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SECURITY TECHNOLOGY BRANCH

Functions:

1. Alarm development and modification.
2. Emergency destruction program.
3. Security construction program
4. Locks and safekeeping equipment.
5. Physical Security training program .

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6. [REDACTED]

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7. [REDACTED]

8. Alarm testing and evaluation.

9. Electronic Badge Verification (badge machine)

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10. [REDACTED]

11. Reproduction Machine program.

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SECURITY TECHNOLOGY BRANCH

MISSION: To ensure that the Agency has, for its use and protection, the best physical security equipment which can be devised; to set Agency standards for such equipment, develop new items in-house and monitor the R&D efforts of TSD and DD/S&T; to locate commercially available physical security equipment, modify selected items for Agency use, and test and evaluate all equipment of this type in use in the Agency to ensure its suitability.

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SECURITY EQUIPMENT BRANCH

PROBLEMS:

Space -

1. Alarm laboratory 2/3 too small.
2. Need separate room for incinerator display and training.
3. Need work room for power-driven tools.

Personnel -

We are short:

1. 2 EE's
2. 1 ME
3. 2 Electronic Technicians

Budget -

We need money for:

1. In-house R&D
2. Purchase of promising new physical security items.